



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	REAL ESTATE EDUCATION COMMITTEE
MEETING DATE AND TIME:	Thursday, September 1, 2011 at 9:30 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A
MINUTES APPROVED	10/06/2011

MEMBERS PRESENT

Tim Riale, Sussex County, Professional Member, Chairperson
Doug Doyle, Kent County, Professional Member, Vice Chairperson
Danielle Benson, New Castle County, Professional Member
Tom Burns, Kent County, Professional Member
Dee Hake DeMolen, Kent County, Professional Member
Tammy Reagan, Sussex County, Professional Member
John Tarburton, Sussex County, Public Member
Elaine Woerner, New Castle County, Professional Member

MEMBERS ABSENT

Karen Hamilton, Sussex County, Professional Member
Donna Klimowicz, New Castle County, Professional Member

DIVISION STAFF

Jessica Williams, Administrative Specialist II

ALSO PRESENT

TracyLee Elmore, SCAOR
Regina Lundeen, DAR
Linda Merry, NCCBOR

CALL TO ORDER

Mr. Riale called the meeting to order at 9:39 a.m.

REVIEW OF MINUTES

A motion was made by Mr. Tarburton, seconded by Mr. Burns, to approve the August 4, 2011 minutes as presented. Motion carried with Ms. Reagan and Ms. Woerner abstaining.

UNFINISHED BUSINESS

Revise Draft of Proposed Protocol for Negative Course Evaluations

The Committee revised the draft of the proposed protocol for negative course evaluations that Ms. Williams prepared. Members discussed the conflicts with the proposed protocol that could occur when an instructor gets high scores, but poor comments and vice versa. It was discussed that the decisions must be made quantitative and qualitative factors. The Committee requested that Ms. Williams make the corrections and present them at their October meeting.

Review Proposed Questions for Course Evaluations

The Committee reviewed the proposed questions for course evaluations that Ms. Williams prepared. Ms. Williams explained to the Committee that the evaluations can be based on a scale from excellent to very poor, which could possibly have a positive impact on the evaluations. She explained that there are times where students are so eager to get out of the class that they will circle the same number for all scorings. Ms. Williams stated that it is possible that the students will fill in the circle based on the rating scale, which would require the students to actually read the evaluation questions. The Committee requested that Ms. Williams prepare a draft of the revised course evaluations and present it during the October meeting.

Review Proposed Changes to Instructor Applications

The Committee reviewed the proposed changes to the instructor applications based on previous discussions. Ms. Williams reviewed the questions with the Committee and it was determined that she would draft the changes and put them in the correct format for the Committee to review during the October meeting.

Continued Discussion Regarding Inactive Licensees & Online Courses

Ms. Williams informed the Committee, per Mr. Burns' request, that in the past two years 275 instructor applications have been submitted, and 261 applications have been approved. The Committee tabled the continued discussion regarding inactive licensees & online courses until the October meeting.

Continued Discussion Regarding Correspondence Received from Denise Tatman, DAR

Ms. Williams informed the Committee that decisions and changes cannot be made to reflect the proposed modules until the Commission has completed the rules and regulations and a public hearing has been held. Ms. Woerner asked for the specific protocol of the public hearing process. Ms. Williams informed her that once the Commission approves the proposed rule and regulation changes that a hearing date will be scheduled for at least 30 days after it is published in the Register of Regulations by the Commission's Deputy Attorney General. Upon receipt of the proposed rules and regulations that the Deputy Attorney General has drafted, a notice will be advertised in two newspapers (Delaware State News and The News Journal), allowing for at least 20 days notice. The public is welcome to attend the hearing and a court reporter will be there to take verbatim testimony. Once the Commission has heard all the testimony, they will go off of the record for deliberations. The Commission will have to determine if a substantive change needs to be made based on the testimony or information made available at the meeting. If changes are to be made, the hearing process will start over again. If there are no changes, the Commission approves the final rules and regulations at the meeting and the meeting minutes are reflected as such. Therefore, this item was tabled until the education requirements are drafted in the rules and regulations.

Continued Discussion Regarding Revising the Pre-Licensing Course

Mr. Riale informed the Committee that he distributed the information Ms. Kalvinsky presented at the last meeting to other associates. He asked what the Committee felt in regards to the hours being changed for the law section of the pre-licensing course. Mr. Tarburton stated that a comprehensive plan is necessary for the law portion and the author of the law material would need to ensure that it is kept up to date. Mr. Tarburton also stated that when a student takes the course, to ultimately take and pass the test to become licensed, that

materials should be given out to assist them in passing the exam. He also felt that it was important to review the code with the students, but not to distribute the code, and inform the students that if questions should arise, they should contact a Delaware lawyer.

Mr. Riale stated that he would reach out to some of the lawyers who currently are approved to teach the law portion of the pre-licensing course, to see if they will be able to draft a proposed outline, much like Ms. Kalvinsky did.

Update from the Commission – Mr. Riale

Mr. Riale informed the Committee that the Commission inquired about the continuing education certificates for serving on the Commission. Ms. Williams informed the Committee that she is in the process of creating the continuing education certificates and asked the Commission if they would like the certificates handed out annually or bi-annually. Mr. Riale asked the Committee, when they think that the certificates should be presented. Ms. Williams informed the Committee that it would be easier to create the certificates based on the calendar year and that the Commission has already been notified regarding this inquiry.

NEW BUSINESS

Review of Letters of Intent and Course Evaluations

A motion was made by Ms. Woerner, seconded by Ms. Reagan, to accept the letters of intent as submitted. Motion unanimously carried.

A motion was made by Mr. Doyle, seconded by Mr. Burns to approve all the course evaluations, but to include a letter to Mr. Michael Morton regarding the DUCIOA course he taught and received mediocre scores on. Motion unanimously carried.

A motion was made by Ms. Woerner, seconded by Ms. Reagan to approve the course evaluation for William Ward, but to send him a letter to him addressing the Law Portion of the Pre-Licensing Course he taught and received comments that he was late to the course. Motion unanimously carried.

Review of Course Provider Applications

A motion was made by Ms. DeMolen, seconded by Mr. Doyle, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Association of REALTORS School

Course Title: Outside the Numbers **Approved**

Credit Hours: 3.0

Course Title: Representing the Client and Respecting Agency Relationships

Approved for 3.0 Credits, not 7.0 as Requested

Credit Hours: 3.0

Course Title: Green Designation 300 **Approved**

Credit Hours: 7.0

Course Provider: The CE Shop

Course Title: Real Estate Investors and Your Business **Approved**

Credit Hours: 3.0

Course Provider: Omega Real Estate School

Course Title: Obtaining and Retaining Listings in a Tough Market **Approved**
Credit Hours: 3.0

Course Title: Using Single Family Homes as an Investment **Approved**
Credit Hours: 3.0

Course Title: Using Green to Market to Buyers and Sellers **Approved**
Credit Hours: 3.0

Course Provider: NBI, INC. DBA National Business Institute

Course Title: Title Workshop: From Examination to Commitment
Approved for 3 Credits, Not 6 as Requested
Credit Hours: 3.0

A motion was made by Mr. Burns, seconded by Mr. Doyle, to recommend to the Real Estate Commission tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Association of REALTORS School

Course Title: Title Insurance from Order to Settlement and Beyond **Tabled -**
Outline does not address if it is Specific to PA Only
Credit Hours: 3.0

A motion was made by Mr. Burns, seconded by Ms. Reagan, to recommend to the Real Estate Commission tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Kent County Association of REALTORS

Course Title: Getting, Enforcing and Collecting on Judgments for Debt **Tabled -**
Outline appears to me misleading, corrected outline needed for further review
Credit Hours: 3.0

A motion was made by Mr. Burns, seconded by Ms. Reagan, to recommend to the Real Estate Commission tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Omega Real Estate School

Course Title: Brokers Licensee Core Course **Tabled – Outline Does Not**
Have Required Course Information
Credit Hours: 6.0

A motion was made by Mr. Burns, seconded by Ms. Reagan, to recommend to the Real Estate Commission tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Coldwell Banker Residential Brokerage School of Real Estate

Course Title: Principles & Practices of Real Estate **Tabled – Outline Does**
Not Have Required Course Information
Credit Hours: 99.0

Review of Instructor Applications

A motion was made by Ms. DeMolen, seconded by Mr. Doyle, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Edward Tarlov - **Approved**

Continuing Education: Legislative Update

Pre Licensing: Real Estate Law

Broker's Course: Legal & Governmental Aspects of Real Estate

Sandra McQuail - **Approved**

Continuing Education: Professional Enhancement: Title Insurance

Roger Truemper - **Approved**

Continuing Education: Legislative Update, Professional Enhancement: Real Estate Closings, Real Estate Contracts, Title Law & Curing Title Defects, DE Common Interest Ownership Act, Landlord-Tenant Law/Leases, Condo Law

Pre-Licensing Course: Real Estate Law

William Gamgort - **Approved**

Continuing Education: Professional Enhancement: Commercial Real Estate (with focus on evictions)

Virginia Zrake - **Approved**

Continuing Education: Professional Enhancement: Title Issues

Pre-Licensing Course: Real Estate Law

Carol Bunting - **Approved**

Pre-Licensing Course: Real Estate Mathematics

John Koval - **Approved**

Pre-Licensing Course: Real Estate Mathematics

Charles Cosgrove Jr. - **Approved**

Continuing Education: Professional Enhancement: Real Estate Ethics, Agency Relationship, Financing Market Analysis

Correspondence

There was no correspondence for review.

Other Business Before the Committee (for discussion only)

Ms. Williams informed the Committee that the Division is in the process of researching how instructor approvals can be entered into the computer system, to generate renewals and access information online regarding approvals. She also stated that it would be difficult for the Division to generate renewals on a monthly basis for instructors, so they are looking into the possibility of having instructors and course providers expire when licenses expire. Ms. Williams assured members that a decision has not yet been made regarding this change.

Mr. Riale informed the Committee that Ms. Klimowicz provided him with contact information for a member of the Maryland Commission regarding continuing education, and will forward the information to the Commission.

Ms. DeMolen stated that although she was not present at the last meeting, she submitted applications for review. One of the applications she submitted was for the Delaware Real Estate Commission Property Management Course, which was tabled because she did not have a timed outline. She informed the Committee that she retrieved the data off of the Commission's website and the Guidelines do not state that she needs a typical timetable for the course, but the instructions on the application itself does, which does not coincide with the current guidelines. Ms. Williams requested that she submit a request for reconsideration to the Committee so members can review the documents again.

Public Comment

Ms. Elmore inquired about the core modules and what the next steps would be for getting instructors certified, how frequently the certification courses will be held, if the module outlines would be available online and if the instructor approvals would be accepted statewide. Ms. Williams informed Ms. Elmore, that decisions regarding the courses have not yet been made, and that the rules and regulations may possibly be ready for a public hearing in February or March.

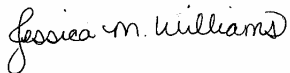
Next Scheduled Meeting

The next meeting will be held on Thursday, October 6, 2011 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

Adjournment

There being no further business, Mr. Burns made a motion, seconded by Ms. DeMolen, to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 12:37 p.m.

Respectfully submitted,



Jessica M. Williams
Administrative Specialist II